

PURPOSE

The EXCELLENCE IN GOVERNMENT AWARDS were created to recognize "excellence and innovation in the management of administrative procedures which increase the quality of public service at the state, district and local government levels." The procedures governing the award were developed pursuant to Mississippi Code Annotated § 25-9-134 (2) and adopted by the Mississippi State Personnel Board.

AWARD CATEGORIES

A maximum of two individuals or two groups of individuals whose contributions within the last five years represent excellence in government will be publicly recognized each year. One shall be the recipient of the Award for Excellence in State Government, and one shall be the recipient of the Award for Excellence in Local and District Government.

CRITERIA FOR ELIGIBILITY

A nominee must be, at the time of the nomination, a full-time employee of a governmental entity in a classified position with a minimum of three years of service. Persons holding elected offices will be evaluated based on their career in public service, excluding time served as an elected official.

For additional information about nomination requirements and selection criteria, see the Mississippi State Personnel Board Policy and Procedures Manual § 7.6. The Policy and Procedures Manual is available on the MSPB website at www.mspb.ms.gov.

NOMINATION PROCESS

Nominations must be made using the nomination form and supplemental information pages included with this document. Substitutions will not be accepted. Nominations may be handwritten, typed or word processed. An electronic copy of the nomination form is available on the MSPB website at www.mspb.ms.gov.

Nomination forms may be submitted by email, mail, or hand-delivery. Emails must be time stamped on or before February 1st, and mail must be postmarked on or before February 1st. Nominations that are hand-delivered must be received by the MSPB Executive Director on or before the close of business on February 1st.

Completed nomination forms which are mailed or hand-delivered must be sent to the following address:

Mississippi State Personnel Board Attn: Executive Director 210 E. Capitol Street, Suite 800 Jackson, MS 39201

Completed nomination forms that are emailed must be sent to:

MSPB.communications@mspb.ms.gov

Information submitted in support of nominations is subject to verification by the Executive Director, and additional information may be requested. All nominations will be screened to ensure compliance with the eligibility, nomination, and selection requirements.



NOMINATION FORM

Nominee's Information						
Date of submission:						
Name:						
Organization:						
Physical work ad	ldress:					
Work email addr	ess:					
Work telephone	number:					
Nominator's Information						
Nomination sub	mitted by:					
Organization:						
Physical work ad	ldress:					
Work email addr	ess:					
Work telephone	number:					
Nominator's Sign	ature			Date		



SUPPLEMENTAL INFORMATION

Brief biography o professional invol	f the nominee, summarizing pos lvement, and other personal data	itions a.	held, educational background, civ	ic and



SUPPLEMENTAL INFORMATION

minee's work, including but not l what was innovative about the no		w resources were



SUPPLEMENTAL INFORMATION

Description of the and effectiveness	work,	including but not limited to the i	mpact on efficiency



SUPPLEMENTAL INFORMATION

Description of the that commitment	e nominee's commitment to gov	ernme	ent in Mississippi and how his/her	service exemplifies
that communent				

This information must be included with all nominations.



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